

Fellows and Young Investigators Steering Committee Meeting
Thursday August 27th, 2009
Time: 11:00 AM – 12:00 PM

Frederick: Building 549, Conference Room A
Dial in Number: (301) 451-6102 phone: (301) 846-1659
Bethesda: Building 40, Rm 1201/1203 Phone: (301) 480-2675

Agenda Items:

1. Call to Order
 - a. Welcome to new members and introductions
Lea Cunningham – Clinical Fellow; will be joining the Scientific subcommittee.
 - b. Attendance
Frederick: Jim Gould, Leslie Chinn, Tim Chan, Kate McGee, George Lountos, Kim Shafer-Weaver, Stephanie Watkins, Jill Ford, Jason Dela Cruz, Jordan Irvin
Bethesda: Raed Samara, Liang Huang, Tom Paul, Lea Cunningham, Christian Capitini, Orla Casey
2. Excused Absences: Katie Stagliano, Rasmi Thomas, Karobi Moitra, Brid Ryan, Albert van Wyk, Selinda Orr, Geraldine O'Connor, Neeraj Sharma, (Jonathan Wiest)

Absences: Michal Legiewicz, Rachel de Kluyster, Vaibhav Saini, Masha Mohebtash

3. Departures: Jessica Walrath, Michaela Wendeler
4. Approval of June 2009 meeting minutes
 - a. June 2009 meeting minutes have been distributed
Minutes approved
Notes from SC retreat (in July) were distributed along with Agenda. Please take a look at them. The retreat was very helpful.

5. Subcommittee updates:

From now on, every subcommittee will be sending their updates and reports to Jim ahead of the SC meeting.

Scientific Committee: Chair – Stephanie Watkins

Scientific Committee's goal for 2010 - Facilitating collaborations between Basic Science Fellows and Clinical Fellows. We are looking for ideas/suggestions as to how to facilitate networking between the 2 areas.

- 1) A workshop at the retreat calling for abstracts/research summaries from fellows interested in participating in such collaborations.
- 2) Dr. Wiltout had suggested last year that we change the PASS seminar series to have themes according to the NCI Centers of Excellence - Chromosome Biology, HIV/AIDS & Cancer Virology, Immunology, Integrative Cancer Biology and Genomics.

- 3) Clinical fellows often are involved in writing/running a phase I or II trial with a PI, and it would be nice if as a secondary objective of these trials, blood, tissue, tumor, etc was set aside for a basic science fellow who has a cool idea/assay/treatment to test.

Raed suggested that instead of a workshop, we can designate a poster section for these collaborations. Also, we can dedicate a section on our website to facilitate and advertise for these types of collaborations.

Seminar

PASS: The next CCR-FYI's PASS (PresentAtion Skills Seminars) is scheduled for Tuesday September 1st, 2009. PASS will be held from 9:30 - 10:30 am in the 6th floor conference room of Building 37. Another PASS will be held Tuesday, September 15th. Both spots are open. If you wish to practice your talk or poster, please contact us. This is a great opportunity to practice and get positive feedback.

No presenters. Raed and Brid will discuss issues related to PASS

Frederick Fellows: The NCI-Frederick Postdoctoral Seminar Series is currently on hold. Unless something happens fast, in all likelihood, the "traditional" Frederick series will not happen in the fall.

Frederick might move to another type of seminar.

Tom suggested that for both seminars we contact the heads of CCR Centers of Excellence (as suggested a year ago by Dr. Wiltrout) to see if they are interested in participating. These centers hold yearly retreats that include talks by postdocs. Presenting at our seminars will be good practice for these postdocs and gives them opportunity to build their presentation skills. Tom suggested that we contact Dr. Wiltrout with a draft in hand for him to forward to these centers.

Survey: Basically we need to look at whatever is interesting data-wise and make a bar graph which will go into the poster. Also, we should amend last year's poster to include a side-by-side comparison of last year's key questions to this year's. This could easily be tasked to one or two people who use Prism. Christian has the data for whoever volunteers to do it.

Data is in excel files.

One to two people are needed to work on this

Kate McGee volunteered

Bylaws Committee: Chair – Tom Paul

All subcommittee chairs should review the bylaws section for their committee and make sure it reflects their up-to-date mission.

Tom will review By-Laws next meeting. By-Laws can be found at:

<http://ccr.cancer.gov/careers/fellows/by-laws.asp>

Community Life: Chair – *Vacant*

Chair is needed. Jim will send out an email to see if anyone is interested.

Felcom: OITE workshops for September. The registrations announcements will be sent out in the upcoming weeks.

"CVs and Resumes" will be held on 9/1, followed by the CV/Resume Slam in two weeks.

"Improving Spoken English" will be held on 9/1.

"Basic Science Writing" and "Writing and Publishing a Scientific Paper" will begin on 9/10.

The Academic CAT Track begins with the "Academic Job Search Overview" on 9/14.

The Career Decisions 101 CAT Track continues with "Exploring Careers" on 9/21. "Scientists Teaching Science" is scheduled for 9/28.

These workshops will be videocast and archived, and some will take place in Frederick as well.

NPA: September 24th National Postdoc Association's Postdoc Appreciation Day.

Efforts are in the planning stages to organize a gathering from 3-5pm that day on the lawn in front of Building 1.

Kauffman foundation and NPA are accepting nominations for the inaugural Kauffman Foundation Outstanding Postdoctoral Entrepreneur Award. Raed will check with Jonathan if NCI/CCR postdocs can participate.

Social: I haven't heard from many of you regarding the upcoming picnic. Please RSVP asap so that we can get a head count and make sure that we have all the food items listed below covered. We already have volunteers for the charcoal/lighter fluid/lighter and grilling tools/pans. Please indicate if you're bringing kids with you (and what age(s)) so that we can plan our games accordingly. Please also spread the word to other postdocs that are not on the committee. If anyone from Bethesda would like to come but needs a ride, we have some Frederick volunteers that are willing to pick up people from the Shady Grove Metro Station on their way to the picnic.

Picnic will be at Seneca Park.

35 people signed up so far.

Website: 1. The May and June minutes are uploaded to the SC website. I plan to upload meeting minutes every two months, so the next update on meeting minutes will be in September after the approval of the August minutes.

2. The SC home page was updated.

3. Due to a technology update the extension for some of the URL for SC website were changed from ".asp" to ".aspx". But not all were changed.

Currently the URL for FYI home is: <http://ccr.cancer.gov/careers/fellows/>

URL for FYI SC home is:

<http://ccr.cancer.gov/careers/fellows/SteeringCommittee.aspx>

If any of the websites do not work, try adding an 'x' at the end of URL

Orientation: As we discussed during the retreat, I plan to send a follow-up email to NCI orientation participants. Mary Velthuis will kindly provide up with the names and email addresses. A draft email is attached for SC review (see below).

Subject: Welcome to the CCR FYI Steering Committee

Good Morning,

During the NCI orientation, we introduced to you the CCR Fellows and Young Investigators Steering Committee (FYI SC). I would like to invite you to attend our monthly meetings and consider joining us.

For Bethesda campus, the meeting is held on every final Thursday of the month at 11:00 AM in Bldg 40, Rm 1201/1203.

The FYI SC acts as a liaison to the administrative programs to enhance training experiences for fellows and young investigators at all levels. Please feel free to contact us with you questions, concerns and suggestions by emailing us at nciccrfyi@mail.nih.gov.

As an all-volunteer committee we always seek enthusiastic individuals to join. Besides organizing the annual FYI retreat, we have a variety of subcommittees to address difference aspects of our training needs (<http://ccr.cancer.gov/careers/fellows/by-laws.asp#SubCommittees>). To members, the FYI SC provides a great networking opportunity as well as valuable experiences to add on to your resume.

More information about the committee can be found in our website (<http://ccr.cancer.gov/careers/fellows/SteeringCommittee.aspx>).

Please attend our monthly meetings or contact us at nciccrfyi@mail.nih.gov or contact current Chair Jim Gould at gouldj@mail.nih.gov if you are interested in joining FYI SC.

I hope to see you at our next meeting on [date].

Thank you,

Liang Huang, Ph.D.
CCR Fellows and Young Investigators Steering Committee
huliang@mail.nih.gov

Frederick orientation will take place Wed Sept 9th at 9 am. George Lountos and Jill Ford will be there.

Retreat Subcommittee: Chair – Stephanie Watkins

Career Fair: 1) The spring “Job Fair” for Felcomm/OITE is called the “3rd Annual NIH Career Symposium 2010” and will take place Tuesday, May 18, 2010. This is NOT a job fair. Panelists speak about different career paths open to researchers. OITE now hosts monthly recruiting events. 2) I also contacted REDI which is Rockville Economic Development, Inc. The people I want to talk to are on vacation until the end of the month. I am hoping to have a conversation with them about career opportunities in Montgomery County, and maybe invite smaller, startup biotechs to our career fair as well.

Tom and Orla will be in touch with Katie regarding the job fair.

Tom suggested not contact REDI as we have run into some ethical issues with them.

Workshops: We are looking for input from the SC as to which could be knocked off the list or if they want to vote for their top 4 choices among this list.

1. Science Communication : Skills for the Science Educator

Scientific Presentations; Scientific Classroom; Science communication through the (fine) arts; Science through the internet (science blogs, webpages; You-tube, Human Genre Project etc.)

2. Toolkit for the Academic Job Search : Cover letters, CV's, Teaching Statements and Networking.

3. The Job Interview: Academia vs Industry

This session would include mock interviews , tips and tools for what to expect at an Academic vs Industry interview.

4. How to Review Scientific Papers and Grant Applications: Tips and Tools from the Experts.

5. Everything You Need to Know About K-grants

Where you can get the relevant information, how to write the grant, how to meet deadlines etc.

6. Exploring Careers for the 21st century

Careers in Patents and Technology Transfer, Scientific Consulting
Biotechnology, Genetic Counseling, Science Policy etc.

7. Bioinformatics and Relevant Computer Skills for Scientists

Free online programs for Bioinformatics, Biowulf at the NIH. Powerpoint, Computer Animations, Science Videos, How to start a Science Blog etc.

8. Career Development Skills for Postbacs: Where to go and how to get there

Getting into Medical School; Getting into Graduate School; Alternative careers for postbacs.

9. The Art of Science (writing/editing/speaking/teaching)

10. NCI Core facilities

11. Science Management

Successful postdoc experience, setting up a lab, conflict resolution

12. Moving to Industry

13. Opportunities to build your resume

14. International Opportunities

Please take time to review over the next 2 weeks; a survey will be set up to handle the voting.

Two of the workshops are very similar, The Art of Science and Science Communication, so the ideas could be combined. We are looking for input from the SC as to which could be knocked off the list or if they want to vote for their top 4 choices among this list.

Logistics: Potential dates: Feb 17-19, Mar 10-12, or Mar 17-19

Location: Hershey, PA has a nebulous smoking law; New Jersey is a little bit too far away; Maryland option is limited with only Ocean City.

Contractors have been narrowed down to 2, should have one in the next couple weeks.

If you have a location in mind, please suggest it.

Potential Keynote Speakers and Outstanding Fellow 2010: Attached is the list of possible speakers taken from suggestions from the SC and last year's surveys.

Candidates which have been speakers at the retreat in the past have been excluded from the list so as to have some fresh new scientists to hear. The name, a summary of their work, and institution have been listed on the report. Please take the next 2 weeks to review this information. Christian has offered to help me set up a survey monkey to handle the voting process. We are allowed (according to Jonathan) to invite 2 outside speakers and 2 NIH speakers. The speakers have been divided into categories (Immunology, Molecular Bio, Chemistry, etc.). To vote we will ask you to

rank them into your top 10 inside and top 10 outside speakers. Lists will then be generated and the top 4 will be invited. If they reject the next on the list will be invited. List of potential speakers has been distributed

Outstanding Postdoc – What are the committee's thoughts on awarding one of the travel awards to the Outstanding fellow of the year – they currently do not get a monetary award – only a longer speaking spot than the other selected abstracts, yet we require much higher standards. Jonathan is open to considering a request from us to allow this to happen. I don't think we can get an additional award to give out – it would come from the ones we already give out.

- My proposal :
- 1 award goes to Outstanding Fellow
- 1 award goes to Oral presentations
- 2 awards go to best posters.

Orla suggested that the outstanding postdoc not get any monetary award. The title itself carries a lot prestige.

Stephanie will check on how many travel awards are awarded.

Nominations are being received for Outstanding fellow. So far only 2 have been received. However they still have until Sept. 11 to turn them in. We expect to get more toward the end of the time frame.

We need 4-5 volunteers to review nominations and help select the top 5 nominees to come and give a short oral presentation sometime in the fall to select the winner.

Please email Stephanie and Katie if you are willing to volunteer.

Research fellows are eligible to participate too.

6. New Business:

- a. Jason to discuss the idea of a Wiki page for the SC

"At this week's meeting, let's discuss the possibility of creating a wiki to manage steering committee events, documents, and other data. Liang and I have mentioned this during the retreat. Such a site, to which we all would have protected access to, will facilitate the storage and organization of all our documents. A number of CCR departments and labs are already using the Confluence wiki to manage their online data, which is supported with the NCI OD. I believe you can take a look at the public NCI wiki sites for yourself - go here: <http://ccrod.cancer.gov/confluence> and log on (upper right-hand corner) with your NIH domain username and password. You can browse the public sites (see left panel for list). Some organizations have been created with an NCI template. Documents such as meeting minutes, amendments to by-laws, comments, events, reports, etc. can easily be managed by committee/subcommittee members using this site (instant updates, no need to wait for IT formatting). Plus, certain "spaces" can be restricted to certain members (by NIH ID), for example, to steering committee members only."

This may be a great and easier way to access, store, and collate information without sending/receiving dozens of emails. We need Jonathan's input.

- b. The by-laws referenced its members as being only post-doc and clinical fellows, and "young investigators". Perhaps the wording should be updated to include post-bacs and graduate students?

Tom will review By-Laws next meeting. By-Laws can be found at:

<http://ccr.cancer.gov/careers/fellows/by-laws.asp>

- c. Community Life subcommittee does not have a chairperson for our subcommittee.

Chair is needed. Jim will send out an email to see if anyone is interested.

Raed suggested forming an NCI LinkedIn group to connect current postdocs with NCI graduates. Needs to check with Jonathan first if this can be done and if we can use NCI logo.

Christian will forward to Jim the names of individuals interested in helping out with the Colloquium. Someone should contact these individuals as early as possible.

- 7. Adjournment: Next meeting is the SC Retreat on Thursday, September 24th, 2009 at from 11 am to 12 pm.